Approved For Release 2006/09/26 : CIA-RDP87B00832R000100020050-3

file

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 10-25-2

SECURITY
1 February 1963

DISPOSAL OF CLASSIFIED WASTE

25X1

1. [redacted] is equipped with two types of machines for the disposal of classified waste on the premises. For the bulk of material being destroyed, a pulper or wet process known as SOMAT will be utilized. This machine acts only on water-soluble matter. For film and other non-soluble items a small incinerator will be used.

2. Bearing in mind the two entirely different types of destructors, it is important that waste be bagged and handled according to its contents. Effective immediately the following procedures will be observed:

a. All ordinary classified waste consisting of paper products will be placed in the large or the small bags provided for classified waste. These bags may be obtained from the Supply Room.

b. All film, film cuttings and scraps, plastics, cloth matter and similar non-soluble classified material shall be placed only in 100-pound sugar bags which have a big letter "F" stenciled or painted thereon. These bags also may be obtained from the Supply Room.

c. The trash chute, which has openings on the first through the fifth floors, will be used only for classified trash contained in the types of bags mentioned in a. and b. above.

[redacted]

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Executive Director, NPIC

Distribution: No. 5

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